



# City of Coppell, Texas

255 E. Parkway Boulevard  
Coppell, Texas  
75019-9478

## Minutes

### City Council

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Tuesday, May 12, 2020

5:30 PM

Council Chambers

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**KAREN HUNT**  
Mayor

**MARK HILL**  
Mayor Pro Tem

**CLIFF LONG**  
Place 1

**GARY RODEN**  
Place 4

**BRIANNA HINOJOSA-SMITH**  
Place 2

**NANCY YINGLING**  
Place 5

**WES MAYS**  
Place 3

**BIJU MATHEW**  
Place 6

**MIKE LAND**  
City Manager

**Present** 8 - Karen Hunt;Cliff Long;Brianna Hinojosa-Smith;Wes Mays;Gary Roden;Nancy Yingling;Biju Mathew and Mark Hill

Also present were City Manager Mike Land, Deputy City Secretary Ashley Owens, and City Attorney Robert Hager. Deputy City Managers Vicki Chiavetta and Traci Leach were in attendance virtually.

The City Council of the City of Coppell met in Regular Session on Tuesday, May 12, 2020 at 5:30 p.m. in the City Council Chambers of Town Center, 255 Parkway Boulevard, Coppell, Texas.

#### 1. Call to Order

As a result of recent Declarations of Emergency made by Dallas County and the City of Coppell in regards to the current pandemic, Governor Abbott has permitted for governing bodies to meet remotely and to conduct open meetings virtually.

Mayor Karen Hunt called the meeting to order, determined that a quorum was present and convened into the Executive Session at 5:32 p.m.

#### 2. Executive Session (Closed to the Public) 1st Floor Conference Room

Section 551.072, Texas Government Code - Deliberation regarding Real Property.

- A. Discussion regarding property located south of Bethel Road and west of Denton Tap Road.

Discussed under Executive Session

- B. Discussion regarding property located on Sanders Loop and Belt Line Road.

Discussed under Executive Session

**Section 551.074, Texas Government Code - Personnel Matters.**

- C. Discussion regarding the Presiding and Alternate Municipal Judges.

This item was postponed to the May 26th City Council meeting.

**3. Work Session (Open to the Public) Council Chambers**

Mayor Karen Hunt adjourned the Executive Session at 6:13 p.m. and convened into the Work Session at 6:24 p.m.

A. Discussion regarding agenda items.

B. Discussion of cost sharing between the City of Coppell and Coppell ISD related to the school resource officer program and the school crossing guard program.

Presented in Work Session

**Regular Session**

Mayor Hunt adjourned the Work Session at 6:55 p.m. and reconvened into the Regular Session at 7:30 p.m.

**4. Invocation 7:30 p.m.**

Councilmember Brianna Hinojosa-Smith gave the Invocation.

**5. Pledge of Allegiance**

Mayor Hunt and the City Council led those present in the Pledge of Allegiance.

**6. Swearing in of Councilmembers for Place 1 and 7.**

A video was displayed with Mayor Hunt swearing in Cliff Long as Councilmember Place 1 and Mark Hill as Councilmember Place 7.

At this time, the makeup of the City Council is as follows:

Karen Hunt, Mayor

Cliff Long, Place 1

Brianna Hinojosa-Smith, Place 2

Wes Mays, Place 3

Gary Roden, Place 4  
Nancy Yingling, Place 5  
Biju Mathew, Place 6  
Mark Hill, Place 7

**7. Citizens' Appearance**

Mayor Hunt advised that no one signed up to speak for Citizens' Appearance.

- 8.** Consider approval of a Proclamation designating the week of May 17-23, 2020, as "National Public Works Week"; and authorizing the Mayor to sign.

Mayor Hunt read the proclamation into the record. A motion was made by Councilmember Cliff Long, seconded by Councilmember Nancy Yingling, that this Agenda Item be approved. The motion passed by an unanimous vote.

Kent Collins, Director of Public Works, thanked the City Council and spoke about the different divisions within the department and the exceptional service that they provide the city.

**9. Consent Agenda**

- A.** Consider approval of the minutes: April 28, 2020

A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.

- B.** Consider approval of an Ordinance for PD-301R-HC to approve a Conceptual Site Plan for four office buildings on approximately 16.722 acres and a Detail Site Plan for an approximate 78,400-square-foot office building on approximately 6 acres of property located at the southeast corner of Dividend Drive and South Belt Line Road; and authorizing the Mayor to sign.

A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.

Enactment No: OR 91500-A-753

- C.** Consider approval of a Resolution amending the Authorized Representatives with the Texas Local Government Investment Pool, (TexPool); and authorizing the Mayor to sign.

A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.

Enactment No: RE 2020-0512.1

- D.** Consider approval of a Resolution amending the Authorized

Representatives with the public funds investment pool known as Texas Short Term Asset Reserve (TexSTAR) Fund; and authorizing the Mayor to sign.

**A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.**

Enactment No: RE 2020-0512.2

- E.** Consider approval of a professional services agreement through GSA Contract GS-35F-0124U for the consulting, development and design of the City of Coppell's website and a mobile application, to CivicPlus, in the amount of \$99,799.99, as budgeted; and authorizing the City Manager to sign any necessary documents.

**A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.**

- F.** Consider approval of a Three-year Cooperative Agreement with Dallas County for participation in the Community Development Block Grant (CDBG) program with the U.S. Department of Housing and Urban Development (HUD); and authorizing the Mayor to sign.

**A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.**

- G.** Consider approval to award Contract # DIR-TSO-4092 and enter into an agreement with SHI Government Solutions to purchase Microsoft Enterprise Licensing, in the amount of \$238,615.00, as budgeted; and authorizing the City Manager to sign any necessary documents.

**A motion was made by Councilmember Wes Mays, seconded by Councilmember Biju Mathew, that Consent Agenda Items A-G be approved. The motion passed by an unanimous vote.**

#### **End of Consent Agenda**

- 10.** PUBLIC HEARING:  
Consider approval of PD-302-HC, (DFW Office), a zoning change request from PD-272R4-LI and HC to PD-302-HC (Planned Development-302-Highway Commercial), to approve a Detail Site Plan for a 54,400-square-foot office building, on 4.81 acres of land, located at the southeast corner of SH 121 and Northwestern Drive, at the request of Halff Associates, Inc.

**Mayor Hunt opened the Public Hearing.**

**Mary Paron-Boswell, Senior Planner, informed City Council of the applicant's request to postpone the Public Hearing to July 14, 2020, due to the COVID-19**

pandemic.

A motion was made by Councilmember Cliff Long, seconded by Councilmember Nancy Yingling, that the Public Hearing remain open and this agenda item be continued to the July 14, 2020 City Council meeting. The motion passed by an unanimous vote.

11.

**PUBLIC HEARING:**

Consider approval of PD-221R3R4-HC, (Hilton Garden Inn), a zoning change request from PD-221R3R3-HC to PD-221R3R4-HC, to approve a Detail Site Plan for a five story, approximately 77,500 square-foot hotel on 2.657 acre of land located between Point West Boulevard and S. Belt Line Road, north of I-635, at the request of Jones Carter.

**Presentation:** Mary Paron-Boswell, Senior Planner, made a presentation to the City Council.

DK Patel, 4055 Valley View Lane, Suite 500, Dallas, TX, was present to address questions and concerns from City Council.

Mayor Hunt opened the Public Hearing and advised that no one signed up to speak.

A motion was made by Councilmember Nancy Yingling, seconded by Mayor Pro Tem Mark Hill, to close the Public Hearing and approve this Agenda Item subject to the following conditions:

1. There may be additional comments at the time of Building Permit and Detail Engineering Review.
2. The property shall be platted to provide required mutual access, fire lanes and easements prior to development. A mutual access easement should be shown on the northwest corner of the site.
3. To allow a 5-foot landscape buffer along the southern property line.
4. To allow four colors and greater coverage of secondary colors to match the hotel prototype colors.
5. To allow for one loading zone.

The motion passed by an unanimous vote.

12.

Consider approval of an Ordinance declaring a moratorium against enforcement on Sections 6-15-3 (A), 6-15-4 and 6-15-5 (3) (A) and (B), (J) - (M), (4) and (8), Article 16 "Business Regulations" of Chapter 6-15 "Temporary Signs" for a period of time until December 31, 2020; and authorizing the Mayor to sign.

**Presentation:** Mindi Hurley, Director of Community Development, made a presentation to the City Council.

A motion was made by Councilmember Biju Mathew, seconded by Councilmember Brianna Hinojosa-Smith, that this Agenda Item be approved. The motion passed by an unanimous vote.

Enactment No: OR 2020-1535

13. Consider approval of a One-Time Emergency Funding request to Metrocrest Services in the amount of \$75,000.00; for costs associated with providing food, housing support, employment assistance and other services to Coppell residents; and authorizing the City Manager to sign any necessary documents.

**Presentation: City Manager Mike Land made a presentation to the City Council.**

**Nicole Binkley, COO of Metrocrest Services, was available to answer questions and concerns from City Council.**

**A motion was made by Councilmember Nancy Yingling, seconded by Councilmember Brianna Hinojosa-Smith, that this Agenda Item be approved and that the amount be amended to \$85,000.00. The motion passed by an unanimous vote.**

14. **City Manager Reports - Project Updates and Future Agendas**

Report by the City Manager on Texas Administrative Code Rule 3.334, concerning local sales and use taxes.

Report by the City Manager regarding COVID-19 virus.

**City Manager Mike Land reported future agendas will include public service requests for FY20-21 Budget, service organization presentations will be Coppell Arts Council, Coppell YMCA, Coppell Community Orchestra, and Chamber of Commerce.**

**Project Updates:**

**Landscaping is continuing on Parkway Boulevard**

**Freeport Parkway is slated for early summer completion.**

**Construction on the southern half of Oak Grove Road is beginning soon.**

**Brick pavers at Town Center and Denton Tap are being replaced due to failing.**

**The bidding process for Airline Road will begin soon. It is estimated at eighteen months of construction.**

**Macarthur Boulevard trail project is starting on Thursday, May 14th, the project will last about four months. Landscaping and irrigation is all that is remaining for the Coppell High School connector trail and is still scheduled to be complete by end of May.**

**Business Bingo has started and there has been positive feedback, as well as requests for more cards with more businesses participating.**

**"Be Vocal, Shop Local" banners can be seen throughout town, and businesses are appreciative.**

**The Community Development Department has begun virtual inspections to lower the risk of exposure to homeowners and staff.**

**Report on Texas Administrative Code Rule 3.334:**

**The proposed rule has not been published as of this meeting date. The next City Council meeting on May 26th will include an Executive Session with Special Counsel Jim Harris and John Kroll.**

**Update COVID-19:**

**City Council Retreat will be held before the end of May to discuss FY20-21**

Budget scenarios.

**15. Mayor and Council Reports**

Report by the City Council on recent and upcoming events.

Mayor Karen Hunt reported on Buy In Coppell and initiatives to support local businesses. Now more than ever, our local businesses need your help! When you shop at our small businesses, our community benefits, our businesses benefit, and our economy benefits. Coppell has a variety of small retailers that offer one-of-a-kind products that you can't find anywhere else. Support your community and shop local, whether that's online, over the phone, through an app or via curbside pickup! When you shop local, be vocal! Snap a picture with your purchase, delivery or meal and upload it to social media with the hashtag #BeVocalShopLocal! Then tag the City of Coppell and let us know all about your experience! The City is doing everything they can to support our local businesses during this challenging time.

**16. Public Service Announcements concerning items of community interest with no Council action or deliberation permitted.**

Councilmember Biju Mathew recognized the DFW Chinese Alliance and the DFW Chinese-American Storytelling eGarden for the PPE donation to the Coppell Police Department. We are very grateful for the contribution. Councilmember Mathew also recognized the Indian American Alliance from Coppell and Irving for sponsoring a catered lunch from Zoe's Kitchen for 200 Coppell ISD teachers and staff last Friday. During these trying times, we express our sincere gratitude to these two groups.

**17. Necessary Action from Executive Session**

Robert Hager, City Attorney, read the following motion into the record:

Consider approval to authorize the City Manager to execute an Option Agreement, for a three-year term to purchase two parcels of real property from Coppell ISD, for a public purpose, said parcel generally located at Sanders Loop and Belt Line Road.

A motion was made by Councilmember Nancy Yingling, seconded by Mayor Pro Tem Mark Hill, to approve the motion read into the record by City Attorney Robert Hager. The motion passed by an unanimous vote.

**18. Adjournment**

There being no further business before the City Council, the meeting was adjourned at 8:15 p.m.

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Karen Selbo Hunt, Mayor

ATTEST:

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Ashley Owens, Deputy City Secretary